# Permittee

# Create an Acct from Home Page
# https://netdmr.ndep.nv.gov/netdmr/public/home.htm

## Permittee / Signatory (Permit Administrator)

**First Person** – Request Signatory Role (automatic Permit Administrator role) – be sure to "Create an Account, Finalize an Account, Request Signatory Access, and verify that Regulatory Administrator has approved your request **before** creating any other accounts or asking for other roles.
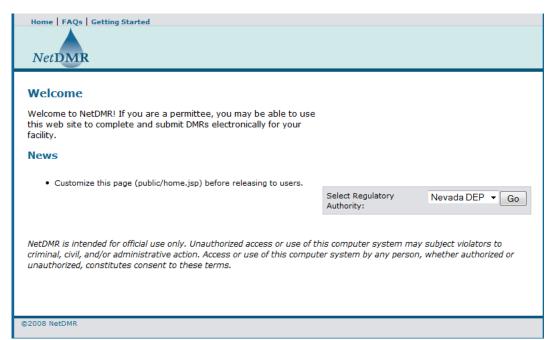
Permittee and Data Provider User Guide Sections:  1.5.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

Quicklinks
> Map of Participating States
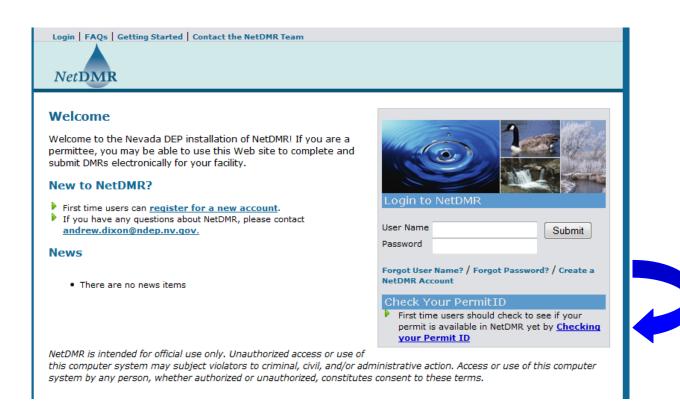> Click on your State, Log In

NetDMR Welcome Page

> Very important to choose **Select Your Regulatory Authority** from the pull down menu first.          Click "Go"



From the NetDMR Home Page:

We recommend that you **Check for your Permit Number** prior to creating an account.

click on **Checking Your Permit ID**

Enter a valid 9 digit Permit ID. Click on Check Permit ID



If the permit is **not** available for reporting in NetDMR, a message will appear.
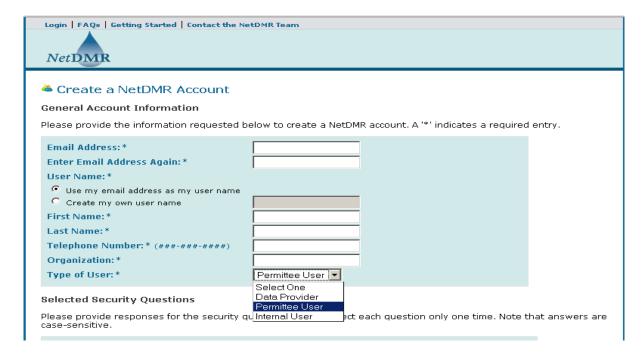


Confirmation message will appear if your permit is available for electronic reporting.

From this screen you can Create an Account or Login.

Click on **"Creating an Account"**

You will be required to enter all the fields with an asterisk.  Note the Type of User selected is "Permittee User".



In addition, you will be required to answer all security questions.  Also answer the required number of security questions.  Choose from the list of questions and type in your answers.

## Create a NetDMR Account

**General Account Information**

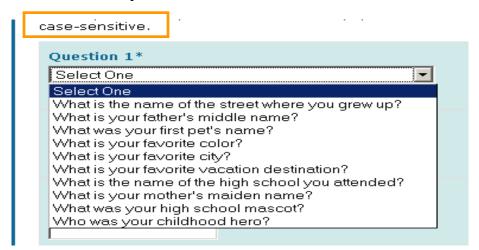Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.

| | |
|---|---|
| Email Address:* | ep.adixon@gmail.com |
| Enter Email Address Again:* | dep.dixon@gmail.com |
| User Name:* | |
| ◉ Use my email address as my user name | |
| ○ Create my own user name | |
| First Name:* | Andrew |
| Last Name:* | Dixon |
| Telephone Number:* (###-###-####) | 775-687-9439 |
| Organization:* | Permittee |
| Type of User:* | Permittee User ▾ |

**Selected Security Questions**
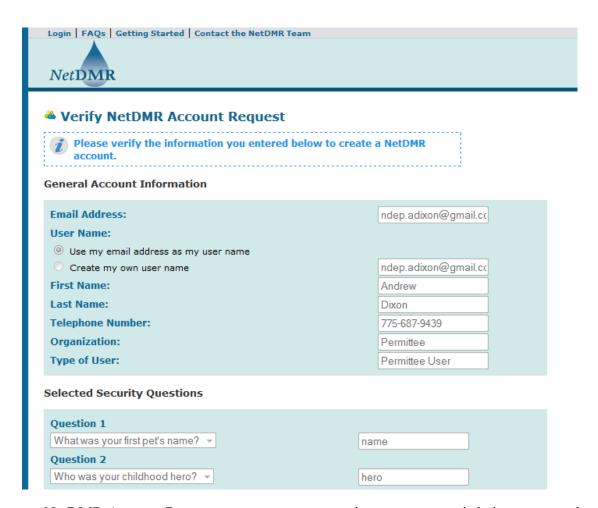
Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

**Question 1***

What was your first pet's name?     ▾

**Question 2***

Select One     ▾

Here is the list of questions.     Your answers are Case-sensitive.



Verify your responses displayed in the gray boxes.  Make any necessary changes.
Click on **Verify**.

NetDMR Account Request message appears stating your request is being processed.



Take a short break and then go to your email for a message that you must read to finalize your account.

Email – Inbox

From the email message, you will need to click on the link in order to finalize your NetDMR account. If the link doesn't work, you may need to copy & paste to access this url in a different way.
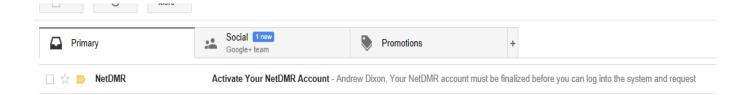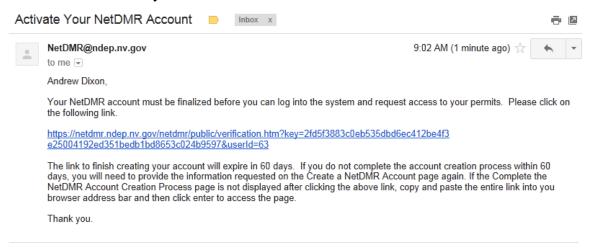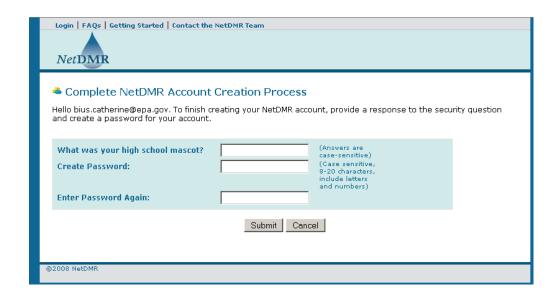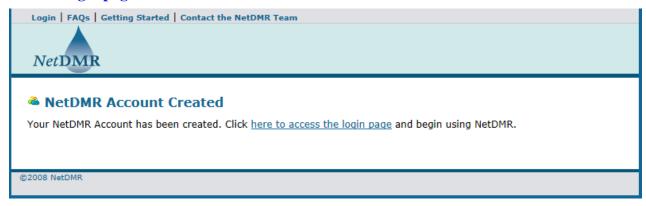


**Activate Your NetDMR Account** — Inbox x

NetDMR@ndep.nv.gov — 9:02 AM (1 minute ago)
to me

Andrew Dixon,

Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following link.

https://netdmr.ndep.nv.gov/netdmr/public/verification.htm?key=2fd5f3883c0eb535dbd6ec412be4f3e25004192ed351bedb1bd8653c024b9597&userId=63

The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to provide the information requested on the Create a NetDMR Account page again. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

Thank you.

To Complete the NetDMR Account Creation Process, answer the required security question(s) and Create a Password. Passwords can be 8 – 20 characters, alpha & numeric; recommend you not use Special Characters.



Login | FAQs | Getting Started | Contact the NetDMR Team

**NetDMR**

**Complete NetDMR Account Creation Process**

Hello bius.catherine@epa.gov. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.

What was your high school mascot?   (Answers are case-sensitive)

Create Password:   (Case sensitive, 8-20 characters, include letters and numbers)

Enter Password Again:

Submit   Cancel

©2008 NetDMR

NetDMR Account has been created – confirmation screen.   Click on the "**here to access the login page**".



You will also receive an email stating your account has been finalized.
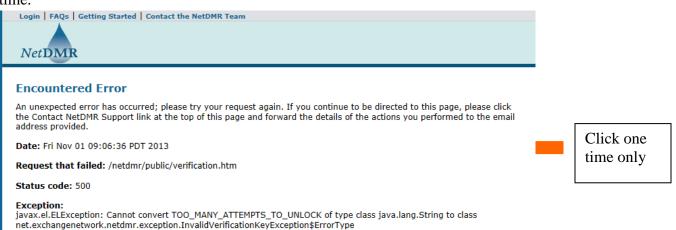


Error Message encountered if you click on the link below in your email more than one time.



Click one time only

Error message displayed on next page.

## Verification Key Error

The verification key is not valid for the specified user.

The next step is to request access.

# REQUEST ACCESS

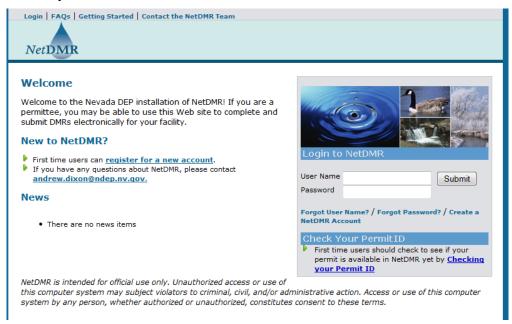How do I decide what roles I will need?  Review the chart to view the activities that can be performed by each user type.

### Permittee User Functions

| User Type | Manage Access Requests | View DMRs | Download Blank DMRs | Edit / Import / Correct DMRs | Sign and Submit DMRs | Manage CORs | View Permits | View Users | Request Signatory Access | Request Administrator Access | Request Edit Access |
|---|---|---|---|---|---|---|---|---|---|---|---|
| View | ■ | | | ■ | | | | | | | |
| Edit | ■ | | | | ■ | ■ | ■ | | | | ■ |
| Signatory | ■ | | | | | ■ | ■ | | ■ | | ■ |
| Signatory & Permit Administrator | | | | | | | | | ■ | ■ | ■ |
| Permit Administrator & Edit | | | | | ■ | | | | | ■ | |
| Permit Administrator & View | | | | ■ | ■ | ■ | | | | ■ | |
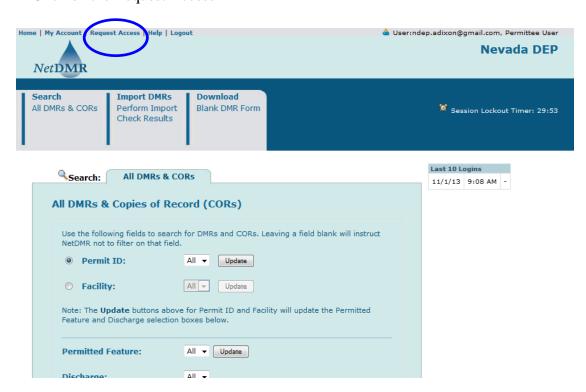
Note:  The **first** person creating an account for NetDMR must be a person that will be signing (Signatory role) the DMRs.  This person will automatically be given Permit

Administrator role. As others in your company or data providers (such as labs) create an account and request Permit Administrator, Edit, or View roles, this person will be able to approve access. All other Signatory requests must be approved by the Regulatory Authority.

Enter your User Name and Password. Click Submit.



Click on the Request Access

Enter the 9 digit Permit ID and select the Role from the drop down menu and Click "Update". You can request access for more than one NPDES ID.



Choose the Role(s): The initial request for "Signatory" will automatically include the Permit Administrator role. Choose Signatory, click on Add Request. Others at your facility may request the Signatory, Permit Administrator, Edit and/or View roles.

Note: The first person to sign up for the permit cannot be a consulant, it must be the permitee who applied for the permit. They can then choose to give another person Signatory Authority.



TIP: Until the first Signatory privilege is granted for a permit, no read only/edit accesses or privileges can be requested for the permit.

A list of permits you have requested access for will appear in the Access Requests section. You can request to "remove access" by checking on the red **X.** Very important to click on **"Submit"** once you have requested access for all your Permit IDs.



Additional information is required for the Signatory. Enter the required information and click Submit. Be sure to answer the first question as it is easily missed. You are required to answer your relationship to the facility.

Also, if you are the authorized representative, click in the radio button next to the statement.  If you are going to be authorized  by another person (such as the Mayor, President of the company), click on the radio button next to "I am authorized by the person below…..", fill in the person's name, title and phone number.  You may currently be authorized for the paper submittal of the DMR form, and you will need to have the authorized representative sign your Subscriber Agreement to show that you are now "authorized" to submit the electronic DMR as well.

It is very **important** to check the appropriate radio button below.  If you check the wrong button, you will have to create your account over as the Authorized Official's information will not be incorporated into the Subscriber Agreement.

✎ **Additional Information Required**

Please provide additional information associated with the Signatory role.

| Permit ID | Requested Role | Additional Information |
|---|---|---|
| NST000000 | Signatory | What is your employer's relationship to the facility or facilities?*:  [Select One ▾]<br><br>○ I have the authority to enter into this Agreement for the Permittee under the applicable standards.<br><br>○ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.<br><br>Name: [_____]<br><br>Title: [_____]<br><br>Phone Number: [_____] |

[ Submit ]  [ Cancel ]

A confirmation screen will appear.   Notice the responses are in the gray boxes.  Click "Confirm"

## Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

| Permit ID | Requested Role | Additional Information |
|---|---|---|
| NST000000 | Signatory | What is your employer's relationship to the facility or facilities?*:    Facility ▾ <br><br> ⦿ I have the authority to enter into this Agreement for the Permittee under the applicable standards. <br><br> ◯ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards <br> Name: _____ <br> Title: _____ <br> Phone: _____ |

Confirm   Cancel

Your access request has been submitted **for approval** by the Regulatory Administrator.



Home | My Account | Request Access | Help | Logout    User:adixon, Permittee User

**Nevada DEP**

**NetDMR**

**Search** All DMRs & CORs   **Import DMRs** Perform Import Check Results   **Download** Blank DMR Form    Session Lockout Timer: 29:53

## Request Access to a Permit and Associated DMRs

✔ **Your access request(s) have been submitted for approval.**

Click below to print the subscriber agreement for the signatory request(s) made during this session.
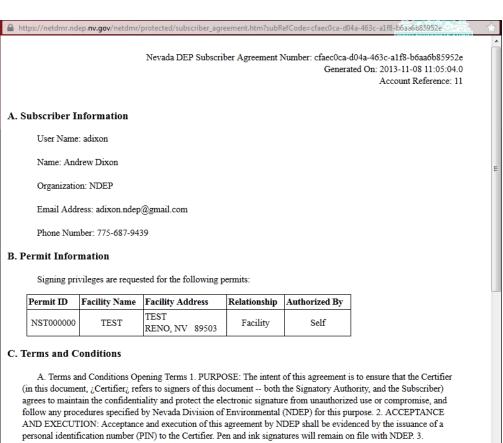
Print Subscriber Agreement

Back

Very important to click on the "Print Subscriber Agreement" when using the test environment. While the region/state most likely will not require a signed agreement when testing, the Internal Administrator must have the Subscriber Agreement number in order to process your request. As soon as you open this file, NetDMR will log the Agreement number.

In production, each Signatory will Print the Subscriber Agreement, sign and mail it to the Regulatory Agency. (address shown on Agreement). Fax copies of the agreement are not acceptable, nor is relying on the electronic Agreement contained in NetDMR.
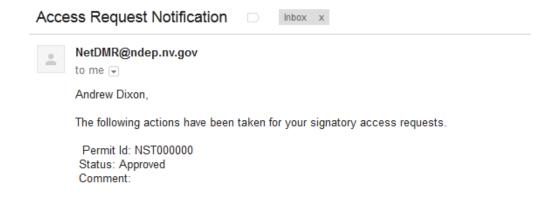
**LOGOUT**

Please wait for an email confirmation that your access has been approved or denied by the Regulatory Administrator.

**Note to Regulatory Authority:** You will need to locate the Subscriber Agreement number in order to approve their request. Instructions for locating the Subscriber Agreement number are contained in the Regulatory User Guide Section 3.1.1.

https://netdmr.ndep.**nv.gov**/netdmr/protected/subscriber_agreement.htm?subRefCode=cfaec0ca-d04a-463c-a1f8-b6aa6b85952e

Nevada DEP Subscriber Agreement Number: cfaec0ca-d04a-463c-a1f8-b6aa6b85952e
Generated On: 2013-11-08 11:05:04.0
Account Reference: 11

**A. Subscriber Information**

    User Name: adixon

    Name: Andrew Dixon

    Organization: NDEP

    Email Address: adixon.ndep@gmail.com

    Phone Number: 775-687-9439

**B. Permit Information**

    Signing privileges are requested for the following permits:

| Permit ID | Facility Name | Facility Address | Relationship | Authorized By |
|---|---|---|---|---|
| NST000000 | TEST | TEST RENO, NV 89503 | Facility | Self |

**C. Terms and Conditions**

    A. Terms and Conditions Opening Terms 1. PURPOSE: The intent of this agreement is to ensure that the Certifier (in this document, ¿Certifier¿ refers to signers of this document -- both the Signatory Authority, and the Subscriber) agrees to maintain the confidentiality and protect the electronic signature from unauthorized use or compromise, and follow any procedures specified by Nevada Division of Environmental (NDEP) for this purpose. 2. ACCEPTANCE AND EXECUTION: Acceptance and execution of this agreement by NDEP shall be evidenced by the issuance of a personal identification number (PIN) to the Certifier. Pen and ink signatures will remain on file with NDEP. 3. RECEIPT: A Document shall be deemed to have been received by NDEP when it is accessible by NDEP, and can be fully processed. 4. EFFECTIVE DATE: This subscriber agreement becomes effective upon notification of approval by NDEP to the Certifier (which may be an automated message from the NetDMR software, or a separate notification). NDEP will normally provide notification of the effective date, but if no date is provided, the effective date is the next reporting cycle following the notification. 5. COMPLIANCE TRACKING: The Certifier understands that upon activation of the NetDMR account, EPA¿s Integrated Compliance Information System (ICIS) and NDEP¿s Bureau of Water Pollution Control (BWPC) e-Permitting system will be expecting to receive electronic transmission of NPDES DMR data at the interval specified in the permit. If the NDEP BWPC e-permitting system does not receive the DMR from the Certifier at the expected time, the e-permitting system will flag the DMR as being in non-receipt. If the Certifier chooses to discontinue using NetDMR and return to using paper forms, the Certifier must complete, sign and date, and submit to NDEP a new subscriber agreement with the ¿Inactivation¿ check box selected. If NDEP does not receive this form, it is likely that the system will continue to produce ¿non-receipt¿ flags (indicating reporting violations). 6. VERIFICATION: The Certifier is responsible for the content of each transmission, in accordance with the associated certification statement, and for reviewing the accuracy of the processed document in accordance with the associated certification statement as made available by the NetDMR system. 7. INDEMNIFICATION: The NDEP does not assume any liability by use of the NetDMR process. The NDEP preserves all limitations on liability as provided by
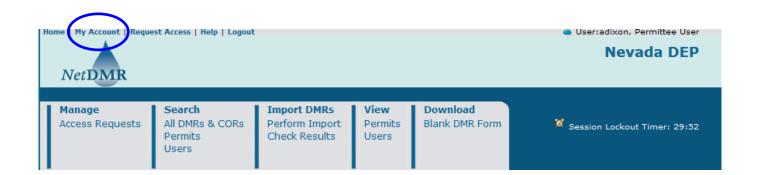
Access your email to verify signatory access request has been approved.

Access Request Notification ☐ Inbox x

NetDMR@ndep.nv.gov
to me ▾

Andrew Dixon,

The following actions have been taken for your signatory access requests.

Permit Id: NST000000
Status: Approved
Comment:

Now you are ready for NetDMR and others can now create their account, finalize their account, and request access. The Signatory person will be able to approve or deny those access requests from others in your company or from the Data Providers. As a reminder all Signatory requests will be approved by the Regulatory Authority.
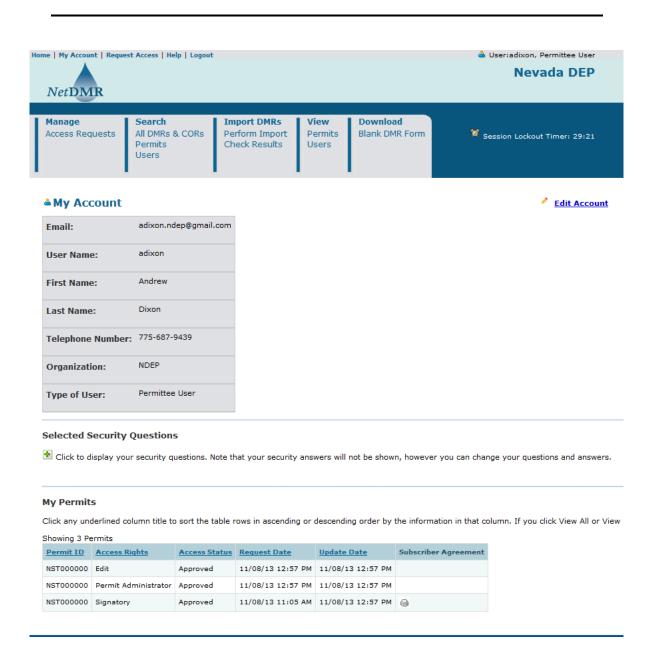
## My Account    (log on to NetDMR)

You will be able to confirm that you have been given the "Signatory" rights by accessing "My Account".

Home | **My Account** | Request Access | Help | Logout ┊ 🖳 User:adixon, Permittee User

**Nevada DEP**

*NetDMR*

| **Manage** | **Search** | **Import DMRs** | **View** | **Download** | |
| Access Requests | All DMRs & CORs | Perform Import | Permits | Blank DMR Form | 🐹 Session Lockout Timer: 29:52 |
| | Permits | Check Results | Users | | |
| | Users | | | | |

Scroll down to the "My Permits" section to view access that has been granted for NPDES Permits.  You will be able to access the Subscriber Agreement from this screen also.
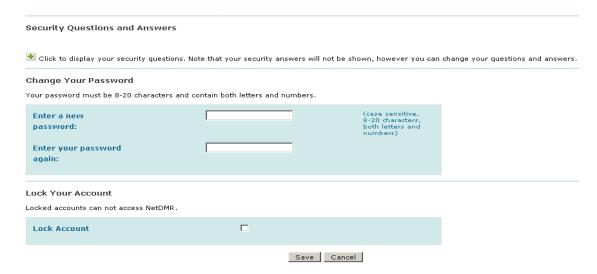
You will be able to view account information, view selected security questions, and view any pending access requests.

## Edit your account information



Along with basic information about your account, you will be able to change the security questions and/or answers, change your password, or lock your account.

# Permittee DMR Data Entry Demo

Logon to NetDMR. Remember you must have "Signatory" or the "EDIT" role to be able to add/change/delete the DMR forms for each individual NPDES id.

You can easily verify that you have the Signatory or EDIT role by accessing "My Account".

Click on "My Account".



Scroll down to the "My Permits" section. Verify you have the "Signatory" or "EDIT" role for each individual NPDES ID.

**My Permits**

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 3 Permits

| Permit ID | Access Rights | Access Status | Request Date | Update Date | Subscriber Agreement |
|-----------|---------------|---------------|--------------|-------------|----------------------|
| NST000000 | Edit | Approved | 11/08/13 12:57 PM | 11/08/13 12:57 PM | |
| NST000000 | Permit Administrator | Approved | 11/08/13 12:57 PM | 11/08/13 12:57 PM | |
| NST000000 | Signatory | Approved | 11/08/13 11:05 AM | 11/08/13 12:57 PM | 🖨 |
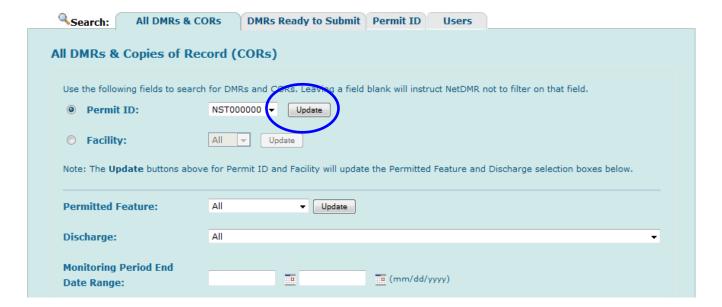
Now you are ready to Search and key in DMR data.
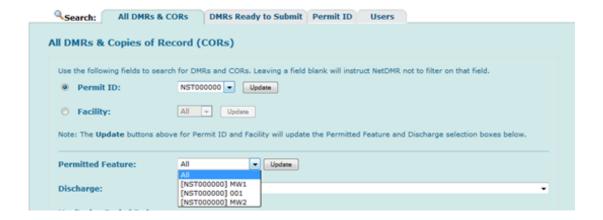
All DMRs & CORs

Enter the 9 digit Permit Id, make selection from the pull down menu.

Click on "Update". This Update button will automatically update the Permitted Feature and Discharge selection boxes.



If you click on Search with no other criteria, you will get a list of all the Permitted Features available for data entry.
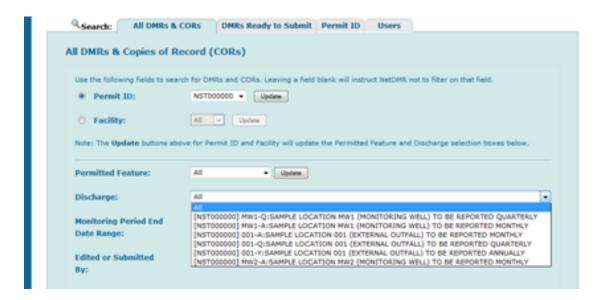


You will notice that monthly, yearly, and quarterly requirements are included in these search results. DMRs that meet a specific criteria are available in NetDMR. Appendix G – explains how the anticipated DMRs (empty slots) are generated in NetDMR.

You have the option rather than to display all permitted features and discharges to narrow down your search criteria.

**Permitted Feature** (referred to as an outfall previously).

**Discharge** – you may have several groups of limits based on their frequency of reporting.   For example you may have a Permitted Feature for 001 with monthly, quarterly and yearly requirements.   The Discharge number is the field that has been used to uniquely group this information.  In this example, you could have an 001-M, 001-Q and 001-Y.

**Monitoring Period End Date Range:**



**Edited or Submitted by:**

**Status**

Status field is very important to identify the current stage of your DMR form.

> **Ready for DMR Entry**
> **NetDMR Validation Errors** – Must correct all hard errors and acknowledge all soft errors
> **NetDMR Validated** – DMRs must have this status before they can be signed
> **Imported**
> **Signed & Submitted**
> **Submission Errors/Warnings**
> **Completed**

**COR Confirmation #** - You can enter this number to search for a specific Copy of Record.

Make your selections, and Click SEARCH.

(search a couple different ways to show search results)

# If for some reason, DMRs are not available in NetDMR there may be several reasons.

Refer to the Permittee and Data Provider User Guide - Troubleshooting Missing DMRs, Appendix I.

| Manage | Search | Import DMRs | View | Download | |
|---|---|---|---|---|---|
| Access Requests | All DMRs & CORs<br>Permits<br>Users | Perform Import<br>Check Results | Permits<br>Users | Blank DMR Form | Session Lockout Timer: 28:35 |

🔍 View Partial | ✏️ Sign & Submit Checked DMRs | 📄 Download Checked CORs | 🖥️ Refresh DMR Data | 🔍 Refine Search | 🔍 New Search

### 🔍 DMR/COR Search Results

| Next Step(s) | Permit ID | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | Status | COR Received Date | Include in Batch Submit<br>Check All<br>Clear All | Include in Batch COR Download<br>Check All<br>Clear All |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Edit DMR ▾<br>Go | NST000000 | TEST | 001 | 001-A | SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY | 10/31/13 | 01/28/14 | Ready for Data Entry | | | |
| Edit DMR ▾<br>Go | NST000000 | TEST | 001 | 001-A | SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY | 11/30/13 | 01/28/14 | Ready for Data Entry | | | |
| Edit DMR ▾<br>Go | NST000000 | TEST | 001 | 001-Q | SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED QUARTERLY | 12/31/13 | 01/28/14 | Ready for Data Entry | | | |
| Edit DMR ▾<br>Go | NST000000 | TEST | 001 | 001-Y | SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED ANNUALLY | 12/31/13 | 01/28/14 | Ready for Data Entry | | | |

Items to point out on this screen.

NetDMR will have the logical selections in the first field that has Edit DMR depending on the current status of the DMR.  Click on "GO" if you are ready to enter data.

Notice the Status column has "Ready for Data Entry".

On Discharge # 001-A, under Edit DMR, click GO.

Sort - Can sort on any column with a hyperlink.

Watch for multiple pages –  click on the page number, or arrows.

🔍 View Partial | ✏️ Sign & Submit Checked DMRs | 📄 Download Checked CORs | 🖥️ Refresh DMR Data | 🔍 Refine Search | 🔍 New Search

### 🔍 DMR/COR Search Results

| Next Step(s) | Permit ID | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | Status | COR Received Date | Include in Batch Submit<br>Check All<br>Clear All | Include in Batch COR Download<br>Check All<br>Clear All |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Edit DMR ▾<br>Go | NST000000 | TEST | 001 | 001-A | SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY | 10/31/13 | 01/28/14 | Ready for Data Entry | | | |

We will discuss the DMR page in detail.
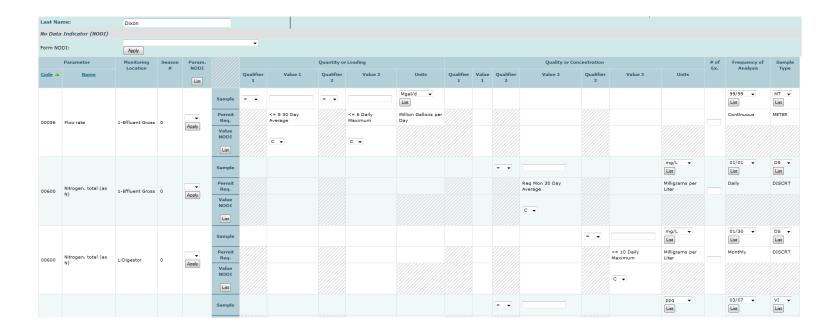
Top of screen -

**Options at top of screen:** Clear Parameter Fields, Save & Continue *(preferred), Save and Exit, Sign & Submit, Print Friendly View, DMR/COR Search Results

**Header:** Contains basic information about the facility, report dates and DMR status. Data can be entered for the Principal Executive Officer (not required) You can collapse the Header to have more room on the screen.
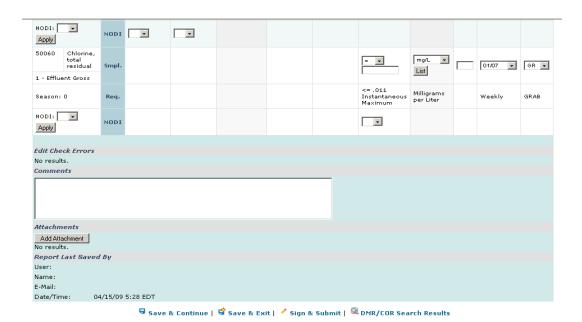
Middle of screen

No Data information (NODI) – discuss in a few minutes.  Parameters to be reported are displayed and shaded for the next parameter.  Permit limits are displayed (hard coded) – cannot change.  We will discuss the individual fields as we enter DMR data.

| Last Name: | Dixon | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**No Data Indicator (NODI)**

Form NODI: [dropdown] [Apply]

| Parameter | | Monitoring Location | Season # | Param. NODI | | Quantity or Loading | | | | | Quality or Concentration | | | | | | | # of Ex. | Frequency of Analysis | Sample Type |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Code △ | Name | | | [List] | | Qualifier 1 | Value 1 | Qualifier 2 | Value 2 | Units | Qualifier 1 | Value 1 | Qualifier 2 | Value 2 | Qualifier 3 | Value 3 | Units | | | |
| 00056 | Flow rate | 1-Effluent Gross | 0 | [dropdown] [Apply] | Sample | = | | = | | Mgal/d [List] | | | | | | | | | 99/99 [List] | MT [List] |
| | | | | | Permit Req. | | <= 5 30 Day Average | | <= 6 Daily Maximum | Million Gallons per Day | | | | | | | | | Continuous | METER |
| | | | | | Value NODI [List] | | C | | C | | | | | | | | | | | |
| 00600 | Nitrogen, total (as N) | 1-Effluent Gross | 0 | [dropdown] [Apply] | Sample | | | | | | | | = | | | | mg/L [List] | | 01/01 [List] | DS [List] |
| | | | | | Permit Req. | | | | | | | | Req Mon 30 Day Average | | | | Milligrams per Liter | | Daily | DISCRT |
| | | | | | Value NODI [List] | | | | | | | | C | | | | | | | |
| 00600 | Nitrogen, total (as N) | L-Digestor | 0 | [dropdown] [Apply] | Sample | | | | | | | | = | | | | mg/L [List] | | 01/30 [List] | DS [List] |
| | | | | | Permit Req. | | | | | | | | <= 10 Daily Maximum | | | | Milligrams per Liter | | Monthly | DISCRT |
| | | | | | Value NODI [List] | | | | | | | | C | | | | | | | |
| | | | | | Sample | | | | | | | | = | | | | ppq [List] | | 03/07 [List] | VI [List] |

Bottom of screen

> Edit Check Errors
> Comments
> Add Attachment
> Report Last Saved by

> **Options at bottom of screen:** Save & Continue *, Save & Exit, Sign & Submit, DMR/COR Search Results
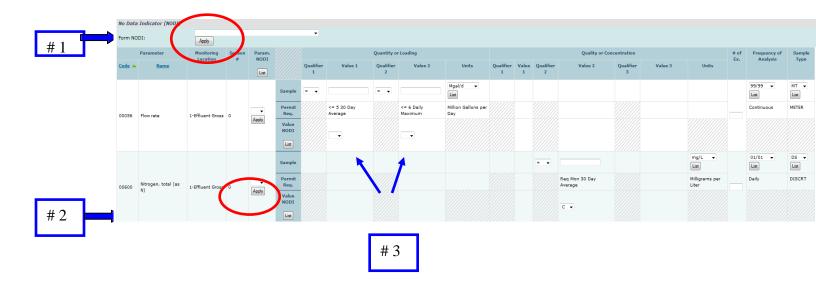


# No Data Indicator  (NODI)

3 options for reporting

> #1 **Form level** – when saved all value fields will be populated with NODI
> #2 **Parameter level**  -  when saved all value fields for that parameter will be populated with NODI
> #3 **Individual value field level** – only that Value field will be populated

**Form level & Parameter** – You must click **APPLY** or NetDMR will ignore the entry.

**Form Level (#1)** - When you choose the form NODI from the pull down menu and Click Apply, notice all individual value fields below will be populated with that NODI when saved.

**Parameter Level (#2)** – When you choose the parameter NODI from the pull down menu and Click Apply, notice all individual value fields for that specific parameter will be populated with that NODI when saved.



**Value Level (#3)** – Enter the NODI from the pull down menu for each individual value field.

**Permit ID area:** Will display key information and show the current status of the DMR form

Unit Codes are pre-populated with the requirements in your permit.   If you measured in some other unit, you will need to change that field.  Do not change either of these fields as they will result in a error when submitting. Please convert into the units used in the Permit.

Frequency of Analysis and Sample Type are also pre-populated.  If you have different values, use the pull down menu to choose the appropriate answer.
**Fill in all of the appropriate data.**  Notice their are several pull-down fields, including the field to enter greater than, less than, etc. Do not change either of these fields as they will result in a error when submitting.
**<span style="color:blue">Always SAVE before you navigate away from the page.</span>**

Recommend that you "Save and Continue" first, then "Save & Exit"

Errors may need to be resolved prior to the information being saved.  When you click on "Save & Continue" the hard errors or soft errors will be highlighted.

Hard & Soft DMR errors

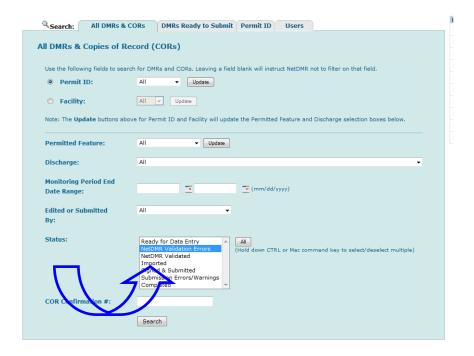> You must correct all "Hard" errors before the DMRs can be SAVED.

> Soft errors – Informational type message.  You are not required to change DMR data based on these errors; however, you must click on the "Acknowledge"  box for each individual soft error in order to Save the DMR data.

A recommendation has already been submitted for a system modification to eliminate the requirement to acknowledge soft errors.

If you click on "Save and Exit", the errors will not be highlighted and you will have to look in the DMR status field to see that there are errors.   You can also search for any permitted features that have a Status of "**NetDMR Validation Errors"**

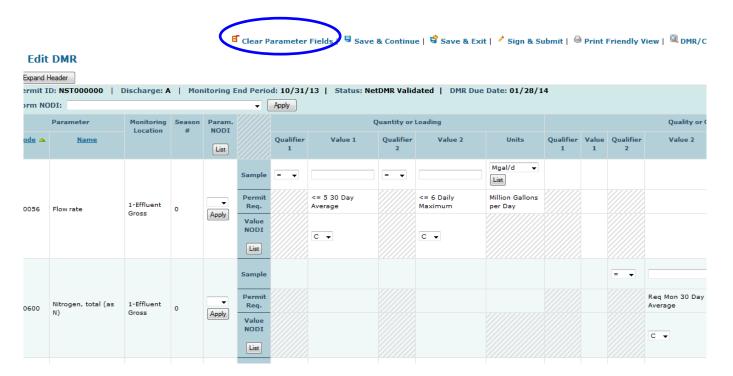**DMR Data Entry Completed**

When DMR data entry is completed for all permitted features & discharges, **recommend** you Search DMRs & CORs.   Enter the Permit ID and under Status choose "NetDMR Validation Errors" and Search.



A list of any DMRs with errors that will not be processed for signature will appear.  You will need to Edit DMR, click GO.   Make sure the Status shows NetDMR Validated after Save.

**Deleting DMR Data**

Access the DMR, click on "Clear Parameter Fields" and SAVE.  Watch out that the status did not change to "Ready for Data Entry", appears in the system that the DMR is ready for Signature.
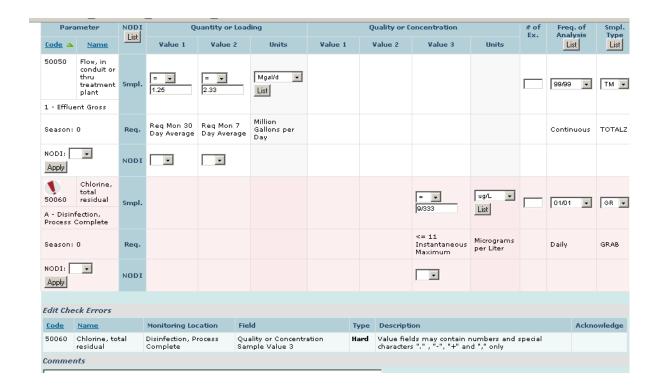


# Samples of DMR errors

Appendix D contains a list of ICIS DMR Processing Error Messages

# 1  -  Clicked on Save and Continue without entering at least one parameter.

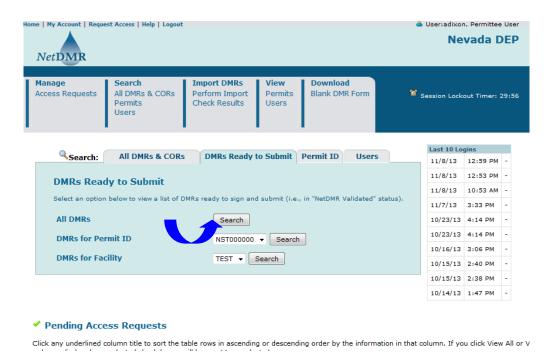# 2 - Entered an incorrect value in the "Value 3" field of 9/333.



| Parameter | | NODI List | Quantity or Loading | | | Quality or Concentration | | | | # of Ex. | Freq. of Analysis List | Smpl. Type List |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Code △ | Name | | Value 1 | Value 2 | Units | Value 1 | Value 2 | Value 3 | Units | | | |
| 50050 | Flow, in conduit or thru treatment plant | Smpl. | = ▼ 1.25 | = ▼ 2.33 | Mgal/d ▼ List | | | | | ☐ | 99/99 ▼ | TM ▼ |
| 1 - Effluent Gross | | | | | | | | | | | | |
| Season: 0 | | Req. | Req Mon 30 Day Average | Req Mon 7 Day Average | Million Gallons per Day | | | | | | Continuous | TOTALZ |
| NODI: ▼ Apply | | NODI | ▼ | ▼ | | | | | | | | |
| 🛑 50060 | Chlorine, total residual | Smpl. | | | | | = ▼ 9/333 | | ug/L ▼ List | ☐ | 01/01 ▼ | GR ▼ |
| A - Disinfection, Process Complete | | | | | | | | | | | | |
| Season: 0 | | Req. | | | | | <= 11 Instantaneous Maximum | | Micrograms per Liter | | Daily | GRAB |
| NODI: ▼ Apply | | NODI | | | | | ▼ | | | | | |

**Edit Check Errors**

| Code | Name | Monitoring Location | Field | Type | Description | Acknowledge |
|---|---|---|---|---|---|---|
| 50060 | Chlorine, total residual | Disinfection, Process Complete | Quality or Concentration Sample Value 3 | Hard | Value fields may contain numbers and special characters "." , "-", "+" and "," only | |

**Comments**

# 3 - Must click on the Acknowledge box for each individual "Soft" error.



**Edit Check Errors**

| Code | Name | Monitoring Location | Field | Type | Description | Acknowledge |
|---|---|---|---|---|---|---|
| 00400 | pH | Effluent Gross | Quality or Concentration Sample Value 1 | Hard | A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank. | |
| 00400 | pH | Effluent Gross | Quality or Concentration Sample Value 3 | Hard | A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank. | |
| 00310 | BOD, 5-day, 20 deg. C | Effluent Gross | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit. | ☐ |
| 00310 | BOD, 5-day, 20 deg. C | Effluent Gross | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit. | ☐ |
| 00310 | BOD, 5-day, 20 deg. C | Effluent Gross | Excursion | Soft | The number of excursions should be greater than zero. | ☐ |
| 00530 | Solids, total suspended | Effluent Gross | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit. | ☐ |
| 00530 | Solids, total suspended | Effluent Gross | Excursion | Soft | The number of excursions should be greater than zero. | ☐ |

Once all the errors have been addressed, Save.  Changes have been saved and you will notice in the "Status" column, the status now has "NetDMR Validated".   Your DMR is now ready for signature.

# Signing DMRs

The most efficient way to locate DMRs that are ready to be signed is to click on the tab "DMRs Ready to Submit." Select an option and click on Search.



From the result screen:   A list of all DMRs that are ready for Signature will appear. Notice the Status column has "NetDMR Validated".

Choose which DMRs will be included in this submission. Under the "Include in Batch Submit" column, you have the option to "Check All" and then click on "Sign & Submit Checked DMRs" or



You also have the option to Sign and Submit the DMRs individually. From the pull down menu choose "Sign and Submit". Click "Go"



A list of the DMRs included in the batch will appear with a list of all the soft errors that have been acknowledged for each outfall for the Signatories review.

The Signatory has several options on this screen:

      Can view Completed DMR before signing
      Sort on any of the columns with a hyperlink

To officially sign, you must answer the required security question(s) and enter your password.

## ✎ Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column.
Perform the submission by completing the signature fields at the bottom of the page.

| Include in Submission | View Completed DMR | Permit ID ▲ | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | Status |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | 🔏 | NST000000 | TEST | 001 | 001-A | SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY | 10/31/13 | 01/28/14 | NetDMR Validated |

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:*

*By entering my password and security question answer and pressing the Submit button, I agree that:*

1. *I am Cathy Bius.*
2. *I have not violated any term in my Electronic Signature Agreement.*
3. *I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
4. *I have the authority to submit these data on behalf of the listed facilities.*
5. *This action constitutes an electronic signature equivalent to my written signature.*
6. *I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

**What is your favorite city?**

**Password**

Submit    Do Not Submit

Confirmation screen appears.  It is important to track the Submission Confirmation number and would be a good idea to copy & paste into a file for ICIS Batch Summary Reports.  You can easily access the Batch Summary, Accepted, and Rejected transactions thru ICIS reports.

From this screen, you can View all CORs, Download all Cors, Download COR Signature Public Key, and



Email messages can be sent to staff in your agency confirming the submission of the DMRs.  Notice one of the email Subjects notified you there are possible Warnings or Errors.

To finialze the submital a completed and signed DMR Certification form will need to be mailed into NDEP.

http://ndep.nv.gov/bwpc/docs/netdmr_cert_aug13.pdf